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## FOOD PRODUCTION RECORDS: The INSIDE Story

Federal guidelines require that all schools participating in the school meals programs must keep **FOOD PRODUCTION RECORDS** for breakfast, lunch and after-school snacks they produce.

These daily records must demonstrate how the meals contribute to the required **FOOD COMPONENTS, FOOD ITEMS, OR MENU ITEMS** for each day of operation.

In addition, these records must provide sufficient documentation to deter-

mine how the school meals contribute to meeting the **AGE/GRADE APPROPRIATE NUTRIENT STANDARDS** over the school day and week.



F	G	H	I	J	K
Production Record					
Food Based Menu Planning--Lunch					
Per Student Daily and Weekly Total					

[www.dese.mo.gov/divadm/food/requestedforms.htm](http://www.dese.mo.gov/divadm/food/requestedforms.htm)

## Breaking it down, part by part . . . .



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**PART I:** Food Production records are living and breathing documents of the school day for school cafeterias. The first

part of the food production record is completed by the menu planner before the menu is distributed to the kitchen(s). This would apply for one or multiple sites. The daily food production record reflects the menu items being served. Satellite kitchens should have a copy of its production records along with the menu items.

**PART II:** Food nutrition assistants/ technicians can complete their portion of the food production record during and after the food production service is performed.

It is important to remember that all of the required information must be in the correct columns in order for the food production record to be complete and useful.

**PART III:** At the end of a school day or week, kitchen managers will use the data in the food production records to forecast information needed for food production in the future.

(See next page for reference).

# The WHAT and the WHERE of Food Production Records

WHAT	WHERE																								
<p>All planned menu items, serving temperatures and component contribution. Menu items include all choices, types of milk, desserts, and substitutions; all condiments served as part of the reimbursable meal, including gravy, butter, margarine, mayonnaise, relish, ketchup, mustard, and salad dressing.</p>	<table><tr><th>Menu</th><th>Serving Temperature</th><th>Component Contribution</th><th>Recipe No. or Brand &amp; Product Code</th></tr><tr><td colspan="4">Meat/Meat Alternate</td></tr><tr><td>Salisbury Steak</td><td>145°</td><td>M</td><td>D-23</td></tr></table>	Menu	Serving Temperature	Component Contribution	Recipe No. or Brand & Product Code	Meat/Meat Alternate				Salisbury Steak	145°	M	D-23												
Menu	Serving Temperature	Component Contribution	Recipe No. or Brand & Product Code																						
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Salisbury Steak	145°	M	D-23																						
<p>Planned number of student menu items by age or grade group. Serving or portion sizes of each planned menu item or condiment for each age or grade grouping; if menus are planned for more than one age or grade group at one school building, clearly indicate portion differences on food production records.</p>	<table><tr><td rowspan="2">Quantity Prep (# of servings, pounds, cans)</td><td colspan="3">Grades: K -8</td></tr><tr><td>Planned Servings</td><td>Serving Size</td><td>Actual Servings</td></tr><tr><td>220 serv</td><td>200</td><td>2 oz</td><td>193</td></tr></table>	Quantity Prep (# of servings, pounds, cans)	Grades: K -8			Planned Servings	Serving Size	Actual Servings	220 serv	200	2 oz	193													
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220 serv	200	2 oz	193																						
<p>Planned number of adult meals and a la carte planned; planned number of portions (servings) of each menu or food item to be served.</p>	<table><tr><td colspan="2">Adults/ a la carte:</td></tr><tr><td>Serving Size</td><td>Planned Servings</td></tr><tr><td>2 oz x 2</td><td>10</td></tr></table>	Adults/ a la carte:		Serving Size	Planned Servings	2 oz x 2	10																		
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Serving Size	Planned Servings																								
2 oz x 2	10																								
<p>Total amount of food actually prepared for each food item or menu item and the amount of leftovers for each menu item.</p>	<table><tr><th colspan="3">Total</th></tr><tr><th>Amount Prepared</th><th>Seconds/ a la Carte Sold</th><th>Leftover/ Comments</th></tr><tr><td>220</td><td>7</td><td>3</td></tr></table>	Total			Amount Prepared	Seconds/ a la Carte Sold	Leftover/ Comments	220	7	3															
Total																									
Amount Prepared	Seconds/ a la Carte Sold	Leftover/ Comments																							
220	7	3																							
<p>Actual number of reimbursable meals and non-reimbursable meals (adult meals, second meals served to students).</p>	<table><tr><th colspan="3">Meal Counts</th></tr><tr><th>Grade</th><th>Planned</th><th>Actual</th></tr><tr><td>PreK</td><td>-</td><td>-</td></tr><tr><td>K-5</td><td>155</td><td>143</td></tr><tr><td>6-8</td><td>45</td><td>50</td></tr><tr><td>9-12</td><td>-</td><td>-</td></tr><tr><td>Adults</td><td>10</td><td>7</td></tr><tr><td>Total</td><td>210</td><td>200</td></tr></table>	Meal Counts			Grade	Planned	Actual	PreK	-	-	K-5	155	143	6-8	45	50	9-12	-	-	Adults	10	7	Total	210	200
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# Projecting the future in menu planning . . .

## KEY RESOURCES:

Food production records can be a valuable kitchen tool for **FORECASTING** future food preparations particularly when the same or similar menu is planned. A food service manager can look into . . .

- Adjusting menu choices,
- Removing unpopular menu items,
- Or increasing
- Or decreasing the quantity of a menu item . . .  
just solely on looking back at previous production records.

By basing food production on the information from the past records, predicting the amount of food to prepare becomes easier and more accurate, reducing shortages and waste.



- **No Time to Train** provides short 15 minute lessons for busy school nutrition assistants. Lessons 7, 8 & 9 address Food Production Records.

<http://nfsmi-web01.nfsmi.olemiss.edu/ResourceOverview.aspx?ID=256>

- **Menu Planning Tools** for School Food Services.

<http://healthymeals.nal.usda.gov/menu-planning/menu-planning-tools/menu-planning-tools-school-food-service>

- **Recipe Conversion Calculator** helps to convert recipes to meet your student population.

<http://www.free-online-calculator-use.com/recipe-conversion-calculator.html>

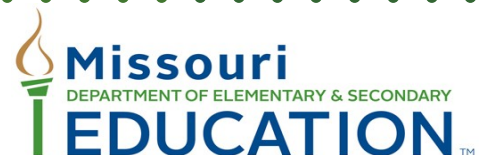
**FEDERAL REIMBURSEMENT  
WILL BE AFFECTED IF  
PRODUCTION RECORDS ARE  
MISSING FROM THE MEALS  
SERVED AND CLAIMED.**

**FEDERAL GUIDELINES  
REQUIRE THAT THE DAILY  
FOOD PRODUCTION  
RECORDS BE COMPLETE  
AND KEPT ON FILE FOR  
THREE YEARS PLUS THE  
CURRENT YEAR.**



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<http://www.dese.mo.gov/divadm/food>



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